

ADMINISTRATIVE MANAGEMENT SOCIETY

215 OL 9-4300

WILLOW GROVE, PENNSYLVANIA 19090

August 22, 1967

Mr. Emmett D. Echols,
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20415

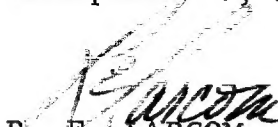
TICKETS

As you may know the Administrative Management Society is sponsoring, for the third year, the Federal Paperwork Management Award Program to recognize one or more Federal employees for outstanding efficiency in the management of government paperwork. Although your Agency did not submit a nominee for the Award this year, I am sure that you recognize the importance of professional award programs of this sort and therefore, will give this program appropriate emphasis within your Agency.

I am enclosing 20 tickets to the AMS Paperwork Management Awards Luncheon to take place at the Shoreham Hotel, Washington, D.C., September 26, 1967 at noon. I am enclosing some posters announcing the banquet and ticket availability. Since you may handle ticket distribution according to your needs, we have printed the posters so that you can easily affix it to the source of tickets in your Agency.

A copy of the Program containing a list of those to be honored is attached. The Honorable William J. Green, Chairman, House Subcommittee on Census and Statistics of the Committee on Post Office and Civil Service will be the principal speaker. In the event you wish to reserve a table for ten, we would be pleased to identify your table appropriately.

So that we may prepare our table count and advise the hotel of the necessary guarantees, will you please return the unused tickets and the money for tickets sold by September 20 to me, care of AMS Headquarters, Willow Grove, Pennsylvania 19090.


R. E. LARCOM, COORDINATOR - GOVERNMENT PAPERWORK AWARDS

STAT

Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190053-3

Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190053-3